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orig. to DD-M & CAS for action

MEMORANDUM FOR: Director, Office of Information Technology

FROM: Allen R. Elkins
Director of Finance

SUBJECT: Request for Rotational Personnel

1. The purpose of this memorandum is to request four Office of Information Technology (OIT) rotational personnel for assignment to the Office of Finance.

2. As you are aware, the Office of Finance recently established a Financial Systems Division (FSD) to supplement OIT responsibilities for developing and maintaining systems in support of budget and finance operations. FSD is developing new systems and providing guidance and assistance to other Office of Finance divisions to ensure coordinated enhancement and maintenance of ongoing systems. Staffing of FSD is being made on an incremental basis as qualified personnel become available. Currently we have 29 people in FSD--25 are Finance careerists and 4 are OIT careerists. Three programmer/analysts and one manager on rotation from your Office are currently assigned to the Special Systems Branch/FSD. Two of the three programmers will soon be returning to OIT and replacements are requested. In addition, we would like to have two additional OIT careerists assigned to FSD.

3. The Special Systems Branch is responsible for development and maintenance of some mainframe financial applications. In the past, we have depended on OIT rotational personnel to be responsible for the overall management and development of various financial applications and provide the technical and analytical expertise for Office of Finance. The current arrangements are beneficial to our efforts to provide timely and accurate financial systems and thus we are requesting replacement for the two rotational assignments and two additional OIT rotational programming/analyst personnel. These resources would expand the existing staff in the development and maintenance of mainframe systems and would ensure continuity and stability in the Financial Systems Division. OIT rotational support of the Office of Finance has been excellent in the past and we look forward to continuing this effort.

4. Attached is a summary description of the positions to be filled. Please give me a call if I can provide any additional information.

Allen R. Elkins

Attachment

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JOB DESCRIPTIONS AND POSITIONS SUMMARY

POSITION	JOB DESCRIPTION	POSITION GRADE	CURRENT OCCUPANT
25X1 Systems Accountant	Provide technical expertise. Acts as project leader for small and medium size project and assists subordinate personnel in writing, testing, and documenting programs and data base applications. Acts as Deputy to Branch Chief.	GS-13	<div></div> (Rotational up 30 Apr 1986)
25X1 Systems Accountant	Provides technical expertise to analyze design, implement and maintain applications. Prepares detailed programming specifications, codes and test problem programs and job control programs, documents completed programs. Acts as project leader for small and medium size projects. Supervisors personnel assigned to those projects.	GS-13	<div></div> (Rotational up 15 July 1986)
Systems Accountant	Prepares detailed programming specifications, codes and tests applications programs and job control programs, documents completed programs and maintains existing programs. Serves as project leader for small and medium size projects and assists other branch personnel in writing, testing, and documenting programs and data base applications.	GS-11	Two vacancies

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